

International Center for Humanitarian Affairs

Effective Humanitarian Leadership Programme
 19th – 23rd October 2015 (Module 1) and 4th – 8th April 2016 (Module 2)
 Nairobi, Kenya

Application Form Part 1

Please ensure you have read and understood all the information about the leadership programme before applying.

Part 1 of this form should be completed by the applicant and approved by their manager. This form must be FULLY completed otherwise the application might not be processed. Please type your application.

Applicant details		
Mr/Mrs/Ms/other	First name	Family name
Short name you wish to be addressed by		Male
Nationality		Female
Name of organisation		
Organisation address		
Your job title		
Your contacts		
Emergency contact	Name	Phone
How did you hear about this leadership programme?		
Specific needs		
Do you have any specific requirements in terms of access, dietary requirements, or other? If so please specify. none		
Applicants confirmation		
Signature _____ Date _____		
Manager/supervisors' approval		
This course requires a commitment from the individual and the organisation from October 2015 to April 2016. It involves two residential learning modules, regular contact with mentors and coaches in between modules and a commitment to creating impact within the organisation. It requires the support of the applicants' manager/supervisor to this process. Your signature confirms your approval and commitment to support this applicant to apply the learning in the organisation.		
Name _____		
Role _____		
Email _____ Phone _____		
Signature _____ Date _____		

International Center for Humanitarian Affairs

Effective Humanitarian Leadership Programme
19th – 23rd October 2015 (Module 1) and 4th – 8th April 2016 (Module 2)
Nairobi, Kenya

Application Form Part 2

This part of the application form should be completed by the applicant. Information will be treated confidentially.

Leadership Programme – Application Questions
What are your key leadership responsibilities in your current job? Please summarise in less than 100 words.
1. From question 1, please select the top three challenges facing you at this time and explain why.
<p>2. What leadership skills do you need to deal with these challenges?</p> <p>Please rank as many as relevant (with 1 being the highest priority)</p> <ul style="list-style-type: none"> a. Managing my team through change b. Sustaining the motivation of people I work with c. Building effective relationships with partners d. Leading projects to achieve a successful outcome e. Balancing organisational priorities and time f. Achieving consistent quality standards in the delivery of our work g. Providing strategic direction h. Communicating clearly with my colleagues i. Influencing my boss (managing upwards) j. Remaining cool, calm and confident under pressure <p>Other (please specify)</p> <ul style="list-style-type: none"> k. l. m.
<p>3. If we asked your boss, what would s/he say are your greatest strengths as a leader?</p> <ul style="list-style-type: none"> a. b. c.
4. Would you agree with your boss' assessment? Please explain if not.
<p>5. If we asked your boss what would s/he say are the three leadership skills that s/he would most like you to develop during this programme?</p> <ul style="list-style-type: none"> a. b. c.

6. Would you agree with your boss' assessment? Please explain if not.
7. If we asked the people who report to you, what would they say are your three greatest strengths as a leader? a. b. c.
8. Would you agree with this assessment? Please explain if not.
9. Have you had any formal leadership training in the past? If so, provide details.
10. What do you hope to gain from this leadership programme?

Applications should be sent to info@icha.net.

The application deadline is Monday, 24th August 2015.